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AUTH: NR 70-2	By: [Signature]	
DATE: 10-18-78		

28 May 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Weekly Report for the Week Ending 28 May 1954

1. General2. Projects and Studiesa. Logistical Requirements - (continued item)

A study has been completed relative to shipping weights and cubes of gross strategic reserve material requirements to be stored at [REDACTED]. Action has been taken to determine the inventory of material for the strategic reserve now warehoused in this area.

b. Requirements Forecasts, FY-55 and FY-56 - (continued item)

Material requirements forecasts for SE, SR and MI areas are expected to be received in the Logistics Office by 4 June 1954. Date of receipt of forecast from EK Division is not known because requirements for overseas stations have not yet been received in [REDACTED].

3. Administrationa. Classification Survey - (continued item)

Two (2) additional Classification Analysts have been assigned by the Office of Personnel to assist in the Classification survey. Office of Personnel representatives indicate that Phase III of the survey will be completed by 14 June as scheduled.

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**b. Logistics Support Course - (continued item)**

The Headquarters phase of the Logistics Support Course has been completed. The field phase, to be conducted [REDACTED] will commence 1 June 1954.

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**c. Insurance Orientation - (new and completed item)**

Logistics Office personnel are attending a two-hour presentation "Insurance Benefits Available to CIA Employees", given by the Office of Personnel.

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**d. Personnel Strength - (continued item)**

The on-duty strength for the week ending 26 May 1954 was [REDACTED] civilians, [REDACTED] This figure does not include 4 employees on LOP.

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**4. Transportation Division**

**a. Bus Transportation Identification - (new and continued item)**

A study pertaining to the need for identification of personnel authorized to ride Agency shuttle buses has been completed and forwarded for approval.

**5. Supply Division**

**a. [REDACTED] Deactivation - (new and completed item)**

Instructions have been furnished for the disposal of non-expendable property to become excess [REDACTED] is deactivated.

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**b. Inventory - (new and completed item)**

Inventory of all stocks in the [REDACTED] has been completed.

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**6. Procurement Division**



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b. Contract Documents - (continued item)

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<u>Contractor</u>	<u>Commodity and Quantity</u>	<u>Dollar Value</u>
[REDACTED]		

7. Real Estate and Construction Division

a. Construction [REDACTED] - (new and completed item)

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Construction required for [REDACTED] has been completed. Construction engineer assigned to this project will return to Headquarters approximately 4 June 1954.

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8. Printing and Reproduction Division

a. Commendations - (new and completed items)

Commendations pertaining to printing and reproduction services have been received from FE and EE Divisions, DD/P.

JAMES A. GARRISON  
Chief of Logistics

  
IO/TR&P/PAS:ae (28 May 1954)

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